

**Bibliographic Control of Web Resources:
A Library of Congress Action Plan**

**Charge for Metadata Enrichment Task Force (Action Item 2.3):
An ALCTS Task Force**

Version: 7/23/2002

1. Leader

Lead Person: Judith R. Ahronheim (University of Michigan)

Membership:

Priscilla Caplan, NISO

Mary Woodley, NRMCC

Amy Tracey Wells, RUSA

Sara Shatford Layne, CC:DA

Shelby Harken, SAC

(LITA Internet Portals Group)?

Carolyn Larson (Reference, resource person, advisory LC reactor)

2. Principal Investigator: Marcia Bates

CMT Liaison: Barbara Tillett

3. Points of convergence with other action items in the plan

Activities associated with adding of new types of data to individual records is rightly a part of Action Items 2.4 and 3.1. Action Item 3.2 will provide information to help identify potential metadata schema that need to be accommodated in enrichment plans. 2.3 will need to communicate directly with these groups particularly regarding data lacking in existing records, but will focus on mechanisms that involve mapping as well as other techniques in support of bulk and/or front-end enrichment that does not require record creators to make changes in individual existing records. Work for Action Item 6.2 will have a direct impact on the direction of 2.3's activities and Action Item 6.3's products will need to be accommodated in 2.3 development.

4. Establish secretariat

None needed.

5. Identify sources of funding

Library of Congress.

6. Identify consultants.

The Principal Investigator to serve as consultant to the Metadata Enrichment Task Force will be Marcia Bates. Carolyn Larson and her group of LC public services staff will serve as reactor and commentator regarding reports and recommendations produced by the Metadata Enrichment Task Force.

7. Draw up budget and submit requests for funding

Dr. Bates will require funds for her work as PI. She will attend Midwinter 2003 and the June 2003 Toronto conference.

8. Articulation of the action item

Action item 2.3 is intended to further objective 2 of the LC Action Plan: “enhanced record display and access across multiple systems,” but its activities are closely related to those fostering objectives 3 (collaboration among metadata standards communities for better bibliographic control of Web resources), and 6 (support of research and development to enhance bibliographic control of Web resources). 2.3’s focus is on access mechanisms and the ways in which existing metadata might be enriched to improve and extend them. As such, it promotes development in three related functions associated with a user’s ability to identify relevant resources across systems: one, making use of thesauri, two, representing relationships among resource versions and formats and, three, the relating of summaries to records. 2.3 activities will need to identify what kinds of front-end mechanisms will best support user access in these areas, what metadata is currently lacking or machine-inaccessible in current metadata records that would be needed for such mechanisms to operate and how that missing metadata might be located and associated with existing records. That information then needs to be communicated to stakeholders and interested parties: metadata record creators, system vendors, and standards organizations. ALCTS’ experience with metadata issues and standards makes it a good home for Action Plan 2.3 activities, but work should be accomplished collaboratively with LITA, with standards organizations such as NISO, with vendors and in harmony with international endeavors in these areas.

Reports of the LC Bicentennial Conference’s Topical Discussion Groups provide additional context for the scope of Action Item 2.3:

4a.7 http://lcweb.loc.gov/catdir/bibcontrol/TDG_4A.pdf

5.4 http://lcweb.loc.gov/catdir/bibcontrol/TDG_5.pdf

7.2, 7.3, 7.5 http://lcweb.loc.gov/catdir/bibcontrol/TDG_7.pdf

9.2a & b http://lcweb.loc.gov/catdir/bibcontrol/TDG_9.pdf

8. Define task components of the action item

- a. Assemble Task Force

- b. Develop contact with Task Forces 3.1, 3.2, 6.2 and 6.3 and with PI.
- c. Review PI draft report and suggest revisions
- d. Based on final PI report, develop a proposal listing specific actions to be taken in support of its recommendations
- e. Identify stakeholders and interested parties for communication and implementation of PI report and Task Force agenda.
- f. Develop speaker's list of people competent to present information about metadata enrichment to both library and non-library audiences
- g. Communicate information about the PI report, the speaker's list and the need for action on the Task Force agenda to stakeholders, both Library and external, and encourage them to develop programs in response. Ask for suggestions for library and non-library opportunities to speak.
- h. Develop ALCTS programming to educate members regarding the potential of enrichment processes and actions needed to foster them.
- i. Identify potential funders for software development
- j. Develop specifications for software required for implementation of proposal with a view to beginning an RFI/RFP process via the Library of Congress, the DLF, or other interested institution.
- k. Status Reports

9. Due dates for completion of the task components and the deadline for completion of the action item, including periodic reports to the ALCTS Task Force on the LC Action Plan.

Activity	Who	Finish
Assemble TF	C. Ruschoff, K. Calhoun	June 2002
Contact Task Forces 3.1, 3.2, 6.2 and 6.3 and PI	ME Task Force	July 2002
Status Report to Cataloging Directorate and Action Plan TF, including liaison plans	ME Task Force	July 30, 2002
Review PI draft report	ME Task Force	October 30 2002
Status Report to Cataloging Directorate and Action Plan TF, including preliminary comments on PI report	ME Task Force	October 30, 2002
Final version of PI report	M. Bates	November 15, 2002
Propose specific actions to be taken in support of PI recommendations	ME Task Force	January 20, 2003
Status Report to Cataloging Directorate and Action Plan TF, including action agenda	METF	January 20, 2003

proposal		
METF and Marcia Bates meet at Midwinter	METF, M. Bates	January 24-29, 2003
Approve action agenda?	ALCTS Board, LC Action Plan TF?	January 29, 2003
Identify stakeholders and interested parties	METF, Cataloging Directorate, Action Plan TF	March 2003
Develop speakers list	ME Task Force, LC Action Plan TF	April 2003
Status Report to Cataloging Directorate and Action Plan TF, including stakeholders and speaker list	METF	April 30, 2003
Communicate information about the PI report, the speaker's list and the need for action on the Task Force agenda	ME Task Force, LC Action Plan TF	June, 2003
ALA program and workshop proposal/s	NRMC, LITA, LC	June 2003
Status Report to Cataloging Directorate and Action Plan TF, including Programs planned	METF	July 30, 2003
ID funders and costs	METF, LC Action Plan TF, ALCTS Fundraising Committee?	December 30, 2003?
Status Report to Cataloging Directorate and Action Plan TF, including funding recommendations	METF	
Programs, Workshops, Journal Articles	Speakers from list	2004?
Develop specs	METF or implementation TF?	?

10. Communications plan

The chair of the METF on the LC Action Plan will set up and maintain a listserv with an archive for use by the Metadata Enrichment Task Force.

The Task Force is further charged to keep the library community informed of its activities through submission of updates to appropriate newsletters, through reporting at ALA meetings and through the provision of knowledgeable speakers for both library and non-library audiences.

The Task Force should submit quarterly electronic status reports to the LC Director for Cataloging and to the Chair of the ALCTS TF due April 30, July 30, October 30, and January 30.